

SAMPLE MEMORANDUM

From: Office, address, phone number of Government official
Subject: Official travel of cost-reimbursable Government contractor
To: Appropriate airline

The holder of this letter (full name of traveler) is an employee of (company of contractor), a U.S. Government cost-reimbursable contractor.

Mr./Mrs./Ms. (last name of traveler) is traveling (points and dates of travel) on official Government business and is entitled to contract (YCA) fares under the provisions of the GSA contract.

Signature and title of authorizing official

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GENERAL SERVICES ADMINISTRATION
WASHINGTON, D.C. 20406

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GSA-361



Mr. Harry E. Fitzwater
Deputy Director of Administration
Central Intelligence Agency
Washington, DC 20505